

## ANNEX C – INSTRUCTIONS FOR ARMY SUPERVISORS

### 1. Prepare your Employees:

- Become knowledgeable about the reasons for the furlough and guidance regarding the provisions of the furlough. Refer to the OPM website (<http://www.opm.gov/FURLOUGH/>), the DoD website ([http://www.cpms.osd.mil/FURLOUGH\\_FAQS.ASPX](http://www.cpms.osd.mil/FURLOUGH_FAQS.ASPX)) and other guidance as it becomes available.
- **EMPLOYEES EXEMPT FROM FURLOUGH:** Activities and employees are “exempt” from furlough if they are not affected by the current lapse in annual appropriations. These are, for instance, activities and personnel that are not funded by annually appropriated funds, to include personnel whose salaries are paid from a DoD appropriation or fund that has sufficient funding authority (e.g., multiyear appropriations with available balances from prior years). Notify these employees that they will not be furloughed.
- **EMPLOYEES EXCEPTED FROM FURLOUGH:** For your employees who are identified as “excepted” from furlough (i.e., required to work) because they will be performing work that is required to continue; use the notification memorandum at Annex D for appropriated fund employees, or Annex F for non-appropriated fund employees. These memos inform employees of their status and responsibility to report to duty on the next and succeeding duty days. Please confirm for these employees that they will eventually be paid; however, that will not occur until an appropriation or continuing resolution is signed.
  - There will be one notification memorandum per employee. The memo should be dated and completed with your name and organization before copies are made.
  - Fill in the name of each of your employees on a separate notification memorandum and ensure each employee gets an individual notice.
  - **Document the hours worked by each excepted employee during the furlough.**
- **EMPLOYEES NOT EXCEPTED FROM FURLOUGH:** For employees who will be furloughed, use the notification memorandum at Annex E for appropriated fund, or Annex G or H for non-appropriated fund, depending on status. Include applicable enclosures.
  - Make enough copies of the appropriate notice and enclosure to ensure there is one notification memorandum for each employee. Ensure each memo is dated and your name and organization are entered before copies are made.

- There should be one enclosure with each furlough letter (use SF-8 at Annex I for appropriated fund employees and Annex J for non-appropriated fund employees. See instructions in paragraph 3 below).
- Fill in the name of each of your employees on a separate notification memorandum and ensure each employee gets an individual notice.
- Meet with each or all employee(s) to provide them with a notification memorandum.
- Ask each employee to acknowledge receipt of the notification memorandum and ensure the acknowledgement reflects the date.
- If an employee refuses to acknowledge receipt, write the following on the acknowledgement line: "Employee refused to acknowledge receipt."
- Indicate the date and sign the notification memorandum. Make a photocopy, provide the original to the employee and keep a copy for your files.
- If an employee is on travel, at a remote site, on leave, or performing shut down activities from home, scan the notification memorandum and enclosures, and email them to each employee, or send them via fax. If possible, attach a return receipt notice on the email. (Note that if an employee is on approved **leave without pay** and is not expected to work during the period of furlough, no notice is required.)
  - Copy the email or fax receipt and attach to the copy of the furlough notification memorandum for your records.
- If in-person or email delivery is not possible, delivery by certified mail (with return receipt) to an employee is acceptable. Retain the certified mail receipt and attach to the copy of the furlough notification memorandum.
- **Document the number of hours that each employee was at work to execute an orderly suspension of agency operations (this should begin on the first work day after the furlough begins).**
- NOTE: The actual Notice of Personnel Action (SF-50) documenting the Furlough action will be provided to the employee at a later date.
- Advise employees they should return to work the day after an appropriations law or a continuing resolution has passed, or request leave following normal procedures.

## 2. Instruct your employees to:

- Obtain/retain a copy of their most recent Leave and Earnings Statement in case it is needed as documentation for the unemployment office.

- Maintain chain of command contact information and provide their contact information (phone number, e-mail address, etc.) to their supervisor.
- Secure their work areas.
- Set a voice mail (out-of-office) message.
- Set an out-of-office reply for the government e-mail account.
- Submit any outstanding travel vouchers (if applicable).
- Turn off office/work equipment. Turn off computer or log off, depending on local procedures.
- After the furlough has been implemented, keep listening to broadcasts and visit the <http://www.opm.gov> website on a daily basis for further instructions during the furlough.
- Not perform any regularly scheduled duties while on furlough, to include use of blackberry, or remote access to email.
- Contact the Employee Assistance Program if needed for financial counseling.

### 3. Unemployment Compensation:

An SF-8, Notice to Federal Employee About Unemployment Insurance, must be completed by the supervisor and issued to all employees in conjunction with the furlough notice. The SF-8 provides information to employees of their rights and responsibilities under the unemployment compensation program. The SF-8 also provides basic information concerning the program, including general eligibility requirements.

Employees should be instructed to take the SF-8 with them to the local unemployment office when they file an unemployment claim. The SF-8 will speed up the processing of the claim, and it will ensure the forms are sent to the correct address.

Supervisors should prepare the SF-8 **for appropriated fund** employees using the following information:

Line 1: Civilian Personnel Advisory Center (CPAC)  
Federal Identification Code (FIC): **422** (Army appropriated fund only)

Line 2&3: Complete mailing address of the Servicing CPAC  
(provided as an attachment)

Contact Name/Office: CPAC  
Telephone No: CPAC Telephone No (include area code)

The FIC must be included on the SF-8 as it indicates to the State Employment Security Agency (SESA) which Agency should be charged for the UCFE claim.

A completed SF-8 is at Annex I for **non-appropriated fund** employees.

#### 4. Thrift Savings Plan (TSP):

Employees may be eligible for a loan from their TSP account in the event of a furlough. Additional information is on the TSP website at [www.tsp.gov](http://www.tsp.gov).

#### 5. Supervisory Communications Checklist for Furloughs of less than 30 Days:

The information below is to serve as a communications checklist for management to use in dealing with employees. The following procedures are suggested:

- Obtain your contact list for each of your employees.
- Contact your employees and utilize the appropriate script detailed below.
- Upon completion of any conversation, document the time and date the conversation occurred.
- If the employee is not available, leave a voice mail message to receive a return call and read the script below into the voice mail message.
  - Accordingly, document this step when it occurs.
- If the employee does not have voice mail or an answering machine, send the script to a home email address or contact the emergency POC.
  - This should also be documented; however, continued attempts should be made to contact the employee directly.
- Retain all documentation in your records. You will receive disposition of record instructions in the near future.
- If an employee is furloughed and you cannot personally serve the employee with the furlough notification letter, you must mail a copy of the notification letter to the employee's home address, using certified mail with a return receipt requested.

#### **COMMUNICATION SCRIPT 1: Use this script if the employee was previously notified that his or her employment status is “non-excepted.”**

Hello, this is \_\_\_\_\_. As we discussed on Friday, the possibility that [insert office/organization] would be required to go into a furlough due to the absence of an appropriation bill has now occurred. I need to remind you that because we are unable to incur new financial obligations, you are being placed in non-pay, non-duty status since your duties were not excepted from the furlough. You will remain away from your place of duty and perform no official work unless, and until, you are recalled once a continuation resolution or an appropriations bill is passed. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave approved for use during this period. Regrettably, the customary 30-day advance notice period was not possible due to the sudden emergency requiring curtailment of agency activities. You will receive additional written documentation regarding this furlough and your rights. You are encouraged to monitor local public media outlets, the Office of Personnel Management (OPM) web site and the Department of Defense main web page for information about when you should report back to work.

**COMMUNICATION SCRIPT 2: Use this script if the employee was not previously notified that his or her employment status is “non-excepted.”**

Hello, this is \_\_\_\_\_. Unfortunately, I need to inform you due to the absence of an appropriation bill [insert office/organization] is unable to incur further financial obligations and an orderly shutdown of the government is required. Because the duties you perform were not excepted from the furlough you are being placed in a non-pay, non-duty status. You will remain away from your place of duty and perform no official work unless, and until, you are recalled once a continuation resolution or an appropriations bill is passed. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave approved for use during this period. Regrettably, the customary 30-day advance notice period was not possible due to the sudden emergency requiring curtailment of agency activities. You will receive additional written documentation regarding this furlough and your rights. You are encouraged to monitor local public media outlets, the Office of Personnel Management (OPM) web site and the Department of Defense main web page for information about when you should report back to work.

**COMMUNICATION SCRIPT 3: Use this script if the employee was previously notified that his or her employment status is “excepted.”**

Hello, this is \_\_\_\_\_. I am calling to confirm that you understand your position is excepted from the furlough that is taking place. You are expected to report to work and continue working your normal schedule. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave that may have been previously approved for use during this period as there is no authorization for paid leave (annual, sick, compensatory, etc.) during this furlough period. In addition, although you are in an excepted status, your pay will may be deferred until such time as a continuing resolution has been signed or the FY2012 appropriations have been passed. If you cannot report to work because of an emergency during this furlough period, you will be placed in a furlough status until such time as you can report to work, as determined by management.

**COMMUNICATION SCRIPT 4: Use this script if the employee was not previously notified that his or her employment status is “excepted.”**

Hello, this is \_\_\_\_\_. I am calling to inform you that your position has been excepted from the furlough that is taking place. You are expected to report to work and continue working your normal schedule. As a result of the lapse of appropriations, [insert office/organization] is required to cancel any paid leave that may have been previously approved for use during this period as there is no authorization for paid leave (annual, sick, compensatory, etc.) during this furlough period. In addition, although you are in an excepted status, your pay will may be deferred until such time as a continuing resolution has been signed or the FY 2012 appropriations have been passed. If you cannot report to work because of an emergency during this furlough period, you will be

placed in a furlough status until such time as you can report to work, as determined by management.

**COMMUNICATION SCRIPT 5: Use this script to recall employees when the furlough ends.**

Hello, this is \_\_\_\_\_. I am calling to notify you that the President has signed a Continuing Resolution (or a new appropriation). Therefore, the furlough has been lifted and you are to return to duty on your next regular scheduled work day.